

HQ "Travel Postcard"

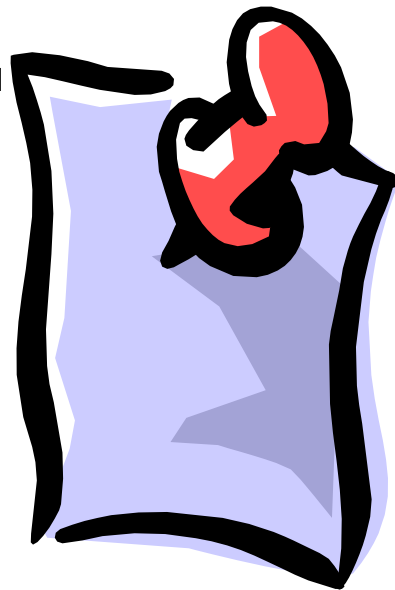
The HQ "Travel Postcard" is a communication aimed at providing tips to NASA HQ Travel Manager Users.

Attention!!!! Travel Payment Options

For an airline ticket to be charged to a centrally billed account (CBA) the **Pmt Method** in the **Cost Options** area in the Travel Manager system must be indicated on the Ticketed Transportation page as CENTRALBILLED CHARGE CARD. If this is not indicated, Travel Manager defaults the Cost Option to the Traveler. Therefore, the Chargecard option must be selected when the CBA is used. If the correct payment method is not selected, the traveler will be reimbursed and the Regional Finance Office (RFO) will invoice the traveler to recover payment.

At NASA HQ, the use of the CBA is limited to:

- ✓ New NASA employees who have not received their travel chargecard;
- ✓ Non-NASA employees;
- ✓ Infrequent travelers; and
- ✓ NASA employees whose travel chargecard privileges have been revoked.



If the CBA is recorded correctly on the Authorization, the Voucher will be pre-populated with CBA as the payment method. In the instances where the CBA was not indicated on the Travel Authorization, the voucher must be updated to reflect the use of the CBA. To verify that the CBA has been used, refer to the FP (Form of Payment) field on the Passenger Receipt. If the last four digits are "0510" (for example, CAXXXXXXXXXXXXX0510) the CBA has been used and must be indicated on the voucher.

To change the payment method, go to the **Ticketed Transportation** page of the document and click the pencil icon next to the **Ticket No** field. On the **Update Ticket Information** page, in the **Cost Options** box, click the downward arrow and select CENTRALBILLED CHARGE CARD as the **Pmt Method**. The use of the CBA should also be stated in the Comments area of the document.

Travel Reminder!

When a commercial airline is being used, the quoted amount by the Travel Agent must be indicated in the ticket value field on the **Ticketed Transportation** page of the Travel Authorization. If a reasonable ticket estimate is not indicated on the Travel Authorization, CI Travel will not issue the ticket without the authorization being amended to reflect a more accurate estimate of the cost of the ticket.

Going Somewhere? Check Your Status!



Every Travel Manager(TM) user has the ability to check the status of their documents. CI Travel can only issue tickets after the Regional Finance Office (RFO) has stamped the authorization "Approved" in Travel Manager.

Reviewing the **Document Status** page in Travel Manager allows the user to see where the document is in the Routing process!

To check the status of your document, follow these steps:

1. Log into Travel Manager and click the **Open Existing Document** link on the document tool bar on the left side of the page.

Note: Users that have access to multiple travelers will have to enter the last name of the traveler in the Last Name field, and click the Search button to retrieve that traveler's documents. To view a list of all the travel documents for that person, click on the Traveler's Name and the documents will appear in the Document Search area.

2. Click on the **Open Document** icon next to the document for which you want to view the status. (If the Document Version list page displays, click the document icon with the double asterisk** next to Adjustment to open the current document version.)
3. If the document has not completed routing, the **Open Document Signature** page is displayed. Click on the **Get Document as View only** button located in the For this Document you can: area in the upper right. (**Do not** enter your signature pin when checking the document status.) The **Document Summary** page will be displayed.
4. Click on the **Document Status** link on the document toolbar.
5. The **Document Status** page displays the document routing and document history.

The document Routing area, in the middle of the page, shows where the document is going. The reviewers/approvers who still need to review the document are listed here. (Note: Back-up reviewers/approvers are listed at the same level as the primary reviewers/approvers.) The Document History section of the Document Status page shows you where a document has been.

Be sure to review the Remarks column in the document history area for the reviewers/approvers' comments!

Visit the HQ Travel Manager Website, <http://travel.hq.nasa.gov>, for other useful information related to Travel Manager. For additional assistance with Travel Manager, contact the Business & Administrative Systems Office (BASO) at 202-358-IFMP.